2020-2021 Leader Development Program

Application Instructions
Deadline to Apply: December 2, 2019

The Society of American Military Engineers (SAME) seeks creative and innovative problem solvers to participate in the inaugural Leader Development Program (LDP). Working with support from the SAME Foundation, LDP identifies and cultivates talent from within the SAME membership. Through this program, SAME fills a vital training gap within our industry, delivers value to our members and Posts, and ensures strong leadership for the future our nation. The target participant is an enthusiastic, mid-career professional dedicated to the mission and strategic direction of the Society.

Who May Apply?

Members of the Society of American Military Engineers with at least one-year membership in the Society as of December 2, 2019, and with at least five years of progressive professional experience may apply.

Program Overview

The program is a yearlong commitment beginning at the SAME Joint Education and Training Conference (JETC) 2020 to be held in Washington, DC. The graduation will be held at JETC 2021 in Portland, Oregon.

The one-year program is broken into three themes:
1. Know Yourself
2. Know Your Team
3. Know Your Future

The program will kick-off the year with an in-person classroom session at JETC 2020 facilitated by a professional experienced in the science of personality strength assessment and leadership coaching. The goal of the classroom session is to identify how each candidate’s perception of the world around them informs their decision-making, and ultimately defines their values and beliefs. The face-to-face at JETC 2020 will set the foundation for the rest of the year.

The inaugural class will consist of 18 candidates, 1 from each SAME region and 1 from the International Committee.

KEY DATES

<table>
<thead>
<tr>
<th>Program Year</th>
<th>May 27, 2020 – May 21, 2021</th>
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<tbody>
<tr>
<td>Application Period</td>
<td>October 1– December 2, 2019</td>
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Program Objectives

- Support the development of the next generation of world class military, government, civilian, and industry leaders for the Society and our Nation.
- Understand individual strengths and how to apply these strengths to achieve success.
- Understand team concepts including roles, responsibilities, accountability, and groups.
- Develop leadership skills through training, assignments, a service project, and other opportunities.
- Foster engineering leadership for the Nation!

Program Details

Methodology

Training information will be presented through a combination of classroom-style lectures, seminars, simulations and hands-on experiences (a project) throughout the program year with participants engaging in detailed class discussions and synthesizing concepts for application in their current leadership roles.

Reading Assignments

A leadership reading list will be furnished to participants. Participants are required to read and be prepared to discuss the following books:

<table>
<thead>
<tr>
<th>Month</th>
<th>Book</th>
<th>Author</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>May/Jun/Jul</td>
<td>21 Irrefutable Laws of Leadership w/workbook</td>
<td>John Maxwell</td>
<td>256</td>
</tr>
<tr>
<td>Aug/Sep/Oct</td>
<td>Know your Teams: Good to Great</td>
<td>Jim Collins</td>
<td>320</td>
</tr>
<tr>
<td>Nov/Dec/Jan</td>
<td>How to Win Friends and Influence People</td>
<td>Dale Carnegie</td>
<td>291</td>
</tr>
<tr>
<td>Feb/Mar/Apr</td>
<td>Start With Why</td>
<td>Simon Sinek</td>
<td>256</td>
</tr>
<tr>
<td>Optional</td>
<td>The Carpenter</td>
<td>John Gordon</td>
<td>160</td>
</tr>
<tr>
<td>Optional</td>
<td>Precious Present</td>
<td>Spencer Johnson</td>
<td>80</td>
</tr>
</tbody>
</table>

Mentoring

Participants will select a mentor to help shepherd their professional development throughout the year. If you don’t have a mentor in my mind, ask your Post President, Regional Vice-present, or LDP task force for suggestions. The Academy of Fellows has also been tasked with making themselves available to LDP participants as mentors.

Utilization Project

The Utilization Project Implementation Capstone (UPIC) requires that LDP participants make use of the leadership skills they have gained through the program to date. By initiating, leading, and completing a UPIC of their choice, this will allow the participant to apply their knowledge gained and skills learned through the program as well as providing service, leadership, and value to the Society and our members.

UPIC’s can vary due to the participant’s interest, chosen level of Society participation (Post, Regional, or National), local or national committee interests/needs, and availability to provide service to any SAME member, Federal Agency, SAME strategic partner, Posts, Regions, or...
SAME National. All UPIC’s should be coordinated with mentors and will be approved by the SAME Executive Director to ensure tangible and valuable outcomes.

UPIC topics and execution should include the strengths and desires of the candidate as well as the mission, vision, and values of the Society.

**Participation Outcomes**

Upon completion of the 2020-21 Leader Development Program (LDP), participants will gain the following in preparation for increased leadership responsibilities:

- 35+ hours of formal leadership training
- A perspective larger than their organization
- Ability to understand and embrace change
- Incorporate the perspectives of peers, customers, stakeholders, and industry partners
- Ability to make timely, sound, and risk-based decisions
- Understand how leaders articulate and use vision and values
- The power of diversity
- Promote cooperation, coalition team building and networking
- Develop knowledge and skills necessary to form relationships, teams and partnerships
- Develop an understanding of mission, vision, and challenges of partnering agencies and stakeholders
- Learn to think strategically
- An understanding of government and Congress

**Participant Responsibilities**

**Commitment of Time**

Selection and participation is a privilege. Participants must commit to the time during and after normal duty day hours. Participants must be able to travel. Participation is entirely voluntary. Most employers cannot afford for staff members to engage in a yearlong program where the employee will be away from their office responsibilities. Therefore, this program has been designed to offer optimal benefits using the least amount of out-of-office time possible. Estimate time required by participants:

- 2020 JETC – 2 days (8 hours of formal training)
- 2021 JETC –1.5 hours
- Monthly Sessions – 11 hours
- Monthly Preparation and Reflection – 14 hours
- Reading Assignments – 24 hours

**Attendance**

Program participants will be expected to attend all on-line class sessions, as well as JETC 2020 and JETC 2021. If a participant misses more than three (3) hours of program sessions, or a mandatory program session, he or she may be dropped from the program. All mandatory sessions (listed with an *) and other session dates are listed below. Employees must work out the time and absences in accordance with their organizational policies.
Program

Participants will meet with leaders from government, private sector, and academic fields to discuss issues impacting government and explore each topic with special attention focused on building core competencies. The 2020 Leader Development tentative session dates are as follows:

<table>
<thead>
<tr>
<th>Date(s)</th>
<th>Session</th>
<th>Module</th>
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</thead>
<tbody>
<tr>
<td>Tuesday, May 7, 2020</td>
<td>Know Your Self – Ice Breaker</td>
<td>Self</td>
</tr>
<tr>
<td>Wednesday May 8, 2020</td>
<td>Know Your Self</td>
<td>Self</td>
</tr>
<tr>
<td>June 2020</td>
<td>Team Performance</td>
<td>Team</td>
</tr>
<tr>
<td>July 2020</td>
<td>Leading Global Teams</td>
<td>Team</td>
</tr>
<tr>
<td>August 2020</td>
<td>Business Acumen/Financial</td>
<td>Team</td>
</tr>
<tr>
<td>September 2020</td>
<td>Personal Vision/Goal Setting</td>
<td>Future</td>
</tr>
<tr>
<td>October 2020</td>
<td>Milestone Planning/Time Management</td>
<td>Future</td>
</tr>
<tr>
<td>November 2020</td>
<td>Career Transition</td>
<td>Future</td>
</tr>
<tr>
<td>December 2020</td>
<td>No Formal Session – Holiday Break</td>
<td></td>
</tr>
<tr>
<td>January 2021</td>
<td>Service Project Intro and Overview</td>
<td></td>
</tr>
<tr>
<td>February 2021</td>
<td>Leadership Challenges - Lessons Learned - #1</td>
<td>Future</td>
</tr>
<tr>
<td>March 2021</td>
<td>Leadership Challenges - Lessons Learned - #2</td>
<td>Future</td>
</tr>
<tr>
<td>April 2021</td>
<td>Project Updates and Progress</td>
<td></td>
</tr>
<tr>
<td>May 27-28, 2021</td>
<td>JETC 2021 - Leadership Track Sessions</td>
<td></td>
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<tr>
<td>May 28, 2021</td>
<td>JETC 2021 - Graduation</td>
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DATES ARE SUBJECT TO CHANGE

Program Tuition Cost

The SAME Foundation is covering the fee to participate in the Leader Development Program thanks to the generous funding of individual members, sustaining members, and friends of the Society. Participants will have their JETC 2020 and JETC 2021 registration, travel, lodging, associated travel expenses, training and administrative costs paid by the SAME Foundation. Salary, books and all other materials are paid for by the candidate or candidate’s organization.

Benefit

The estimated cost avoidance/savings to organizations for the 2020-21 Leader Development Program is conservatively estimated at $5000 per participant based on each participant taking these courses individually outside of the Leader Development Program. The program is expected to provide professional development hours (PDH) and continuing education credits.

The Application

Each applicant must submit the following as part of the application:

- Online Application and Answers to Narrative Questions
- Resume
Letter of Recommendation from Employer

In the online application, participants are asked to respond to the following questions:

1. Referring to your biographical information, education and work experience explain how you meet the selection criteria?

2. Provide a brief synopsis of your background, including activities, which show possession of the ability to lead and/or manage. Outside activities include leadership in performing various community, religious, and civic programs and activities.

3. What do you expect to gain from the LDP experience and how do you see that effecting your leadership capabilities in the future?

4. How do you see applying what you gain from the program towards your future involvement in the Society?

Each applicant must submit a letter of recommendation from her or his direct supervisor, stating why they are a solid candidate for this program. If the supervisor is unavailable, submission of a short statement regarding their unavailability and a letter from a former supervisor, or someone in a leadership position above the applicant’s supervisor will be accepted.

Deadline

Applications will be accepted from October 1 through December 2, 2019. All applications MUST be submitted electronically no later than midnight (Eastern Standard Time) on Monday, December 2, 2019, for consideration.

Selection Process (Dates subject to change.)

- Post President begins reviews on Tuesday, December 3, 2019.

  Please note: Late, or Incomplete applications will not be considered.

- The Post President will forward each applicants’ completed application package containing all required information and signatures to their Regional Vice-president no later than midnight on Monday, December 9, 2019.

- Regional Vice-presidents will review the applications, conduct interviews in conjunction with the Post Presidents, if needed, and select one (1) participant to forward to the AOF Selection panel for confirmation by January 13, 2020.

- Regional Vice-presidents will also select one (1) alternate by January 13, 2020 in the event the main candidate withdraws, or another region is unable to choose a participant from within their region.
• The SAME AOF review panel will review the RVP submissions to ensure all the participants and alternates meet the program criteria and assign any alternates, if necessary.

• SAME will inform selected participants and alternates of their status by February 7, 2020. All non-selected applicants will also be notified.

• Participants will have until February 24, 2020 to accept the position. Alternates will be notified of their final status by March 2, 2020.

• SAME will inform alternates of their final status by March 2, 2020.

• Participants prepare for JETC from February to May 2020.

Review Criteria

Candidate applications will be rated on the following:
• Leadership across functional and geographic boundaries
• Leading change
• Vision
• Future Contributions to the Society

To Apply

1. Log into your member account: https://www.same.org/Login.
2. Go to Member Account.
3. Scroll down to the “LDP” section.
4. Click on “LDP Application” to begin your application.
5. Then click on “LDP Document Upload” to upload your resume and letter of recommendation.
6. Once completed and uploaded, you will be able to revise the application by clicking on “My LPD Application” or update your documents using the “My LDP Documents” link.
7. No changes will be allowed after December 2nd.

For More Information

To learn more about the Leader Development Program, visit: https://www.same.org/ldp. Or contact Eddie Gonzalez, Program Manager, at egonzalez@same.org.

SAME provides equal opportunity for all persons without regard to race, color, sex, age, national origin, religion, gender, disability, sexual orientation, marital status, or political affiliation.